

PHA Plans

5 Year Plan for Fiscal Years 2000 - 2004

Annual Plan for Fiscal Year 2000

**NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE COMPLETED IN ACCORDANCE WITH
INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES**

PHA Plan Agency Identification

PHA Name: Housing Authority of the City of Rocky Mount

PHA Number: NC019

PHA Fiscal Year Beginning: (mm/yyyy) 01/2000

Public Access to Information

**Information regarding any activities outlined in this plan can be obtained by contacting:
(select all that apply)**

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☐ PHA local offices

Display Locations For PHA Plans and Supporting Documents

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☐ PHA local offices
- ☐ Main administrative office of the local government
- ☐ Main administrative office of the County government
- ☐ Main administrative office of the State government
- ☐ Public library
- ☐ PHA website
- ☐ Other (list below)

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- ☒ Main business office of the PHA
- ☐ PHA development management offices
- ☐ Other (list below)

5-YEAR PLAN PHA FISCAL YEARS 2000 - 2004

[24 CFR Part 903.5]

A. Mission

State the PHA's mission for serving the needs of low-income, very low income, and extremely low-income families in the PHA's jurisdiction. (select one of the choices below)

- ☐ The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- X The PHA's mission is: (state mission here)

Rocky Mount Housing Authority Mission Statement

Rocky Mount Housing Authority (RMHA) is to provide safe, decent and affordable housing, improve residents quality way of life by creating opportunities for them to become self-sufficient and economically independent.

B. Goals

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, **PHAS ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS.** (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the spaces to the right of or below the stated objectives.

HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.

Executive Summary

In accordance with the Quality Housing and Work Responsibility Act of 1998 (QHWRA), Rocky Mount Housing Authority (RMHA) has developed a Five Year Plan. The Five Year Plan covers specific goals and objectives to be done by various departments at RMHA. The Five Year Plan was developed with input from staff, commissioners and residents. A brief summary of the projections and conclusions of the Five Year Plan are as follows:

- 1. To Maintain Maximum Operational Effectiveness.**
- 2. To Increase the Level of Awareness of Policy Makers of the Need and Benefits of Affordable Housing; and**
- 3. To Provide New Housing Opportunities and Preserve the Existing Housing Stock within Fiscal Responsibility**

4. To promote self-sufficiency among Residents through education and employment training.

- ☐ PHA Goal: Expand the supply of assisted housing
Objectives:
- ☐ Apply for additional rental vouchers:
 - ☐ Reduce public housing vacancies:
 - ☐ Leverage private or other public funds to create additional housing opportunities:
 - ☐ Acquire or build units or developments
 - ☐ Other (list below)
- ☐ PHA Goal: Improve the quality of assisted housing
Objectives:
- ☐ Improve public housing management: (PHAS score)
 - ☐ Improve voucher management: (SEMAP score)
 - ☐ Increase customer satisfaction:
 - ☐ Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
 - ☐ Renovate or modernize public housing units:
 - ☐ Demolish or dispose of obsolete public housing:
 - ☐ Provide replacement public housing:
 - ☐ Provide replacement vouchers:
 - ☐ Other: (list below)
- ☐ PHA Goal: Increase assisted housing choices
Objectives:
- ☐ Provide voucher mobility counseling:
 - ☐ Conduct outreach efforts to potential voucher landlords
 - ☐ Increase voucher payment standards
 - ☐ Implement voucher homeownership program:
 - ☐ Implement public housing or other homeownership programs:
 - ☐ Implement public housing site-based waiting lists:
 - ☐ Convert public housing to vouchers:
 - ☐ Other: (list below)

HUD Strategic Goal: Improve community quality of life and economic vitality

- ☐ PHA Goal: Provide an improved living environment

Objectives:

- ☐ Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
- ☐ Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
- ☐ Implement public housing security improvements:
- ☐ Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
- ☐ Other: (list below)

HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals

- ☐ PHA Goal: Promote self-sufficiency and asset development of assisted households
Objectives:
 - ☐ Increase the number and percentage of employed persons in assisted families:
 - ☐ Provide or attract supportive services to improve assistance recipients' employability:
 - ☐ Provide or attract supportive services to increase independence for the elderly or families with disabilities.
 - ☐ Other: (list below)

HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans

- ☐ PHA Goal: Ensure equal opportunity and affirmatively further fair housing
Objectives:
 - ☐ Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
 - ☐ Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:
 - ☐ Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
 - ☐ Other: (list below)

Other PHA Goals and Objectives: (list below) See Goal and Objective Attachments:

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A:\NC019b01.doc

Annual PHA Plan
PHA Fiscal Year 2000
[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

☐ **Standard Plan**

Streamlined Plan:

- ☒ **High Performing PHA**
☐ **Small Agency (<250 Public Housing Units)**
☐ **Administering Section 8 Only**

☐ **Troubled Agency Plan**

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

Executive Summary

Rocky Mount Housing Authority's (RMHA) Annual Plan is prepared in accordance with HUD's Preliminary/Draft Guidance on preparation and submission of the PHA Plans for FY 2000 as published July 27, 1999. Staff has made every effort to ensure participation in the Plans from Residents, staff, Board of Commissioners, local government and general government.

The major components of the Annual Plan are considered to be the statements relating to Financial Resources, Agency Policies, Rent Determines Policy, Operations and Management and Capital Improvements. RMHA has over the past seven (7) years done well in overall management of its PHMAP as a high performer.

The FY 2000 Annual Plan was prepared with the vision of maintaining the highest level of service possible, with limited resources, for the clients served. Primary focus of RMHA during the FY 2000 will be consider possible demolition and new construction due to the recent flood. Overall, the FY 2000 Annual Plan was developed to realistically satisfy HUD's regulations as set out in the New Housing Act of 1998.

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

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Attachments

Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

Required Attachments:

- ☐ Admissions Policy for Deconcentration
- c FY 2000 Capital Fund Program Annual Statement (**A:CFP\Nc019c01 - c08**)
- ☐ Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- d PHA Management Organizational Chart (**A:\Nc019d01**)
- e FY 2000 Capital Fund Program 5 Year Action Plan (**A:\5year~1\Nc019e01 - e10**)
- f Public Housing Drug Elimination Program (PHDEP) Plan

Note: PHDEP to be submitted later.

g Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text) (A:\reside~l\g01 -g10)

☐ Other (List below, providing each attachment name)

Supporting Documents Available for Review

Indicate which documents are available for public review by placing a mark in the “Applicable & On Display” column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the	Annual Plan: Rent

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	methodology for setting public housing flat rents X check here if included in the public housing A & O Policy	Determination
X	Schedule of flat rents offered at each public housing development X check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies X check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures X check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures X check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
X	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
N/A	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
N/A	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
X	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
X	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs (see attached exhibit #1-Component #1)

[24 CFR Part 903.7 9 (a)]

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A. Housing Needs of Families in the Jurisdiction/s Served by the PHA

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall" Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being "no impact" and 5 being "severe impact." Use N/A to indicate that no information is available upon which the PHA can make this assessment.

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	3039	5	5	5	5	5	5
Income >30% but <=50% of AMI	2022	5	5	5	5	5	5
Income >50% but <80% of AMI	1333	5	5	5	5	5	5
Elderly							
Families with Disabilities							

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford- ability	Supply	Quality	Access- ibility	Size	Loca- tion
Race/Ethnicity/w	39%	5	5	5	5	5	5
Race/Ethnicity/b	65%	5	5	5	5	5	5
Race/Ethnicity/hisp	55%	5	5	5	5	5	5
Race/Ethnicity/nati	72%	5	5	5	5	5	5

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

- X Consolidated Plan of the Jurisdiction/s
Indicate year: 1997-2002
- X U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- ☐ American Housing Survey data
Indicate year: 1990
- ☐ Other housing market study
Indicate year:
- ☐ Other sources: (list and indicate year of information)

B. Housing Needs of Families on the Public Housing and Section 8 Tenant- Based Assistance Waiting Lists

State the housing needs of the families on the PHA’s waiting list/s. **Complete one table for each type of PHA-wide waiting list administered by the PHA.** PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

Housing Needs of Families on the Waiting List

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/>	Section 8 tenant-based assistance		
<input type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	177		150
Extremely low income <=30% AMI	158	89	
Very low income (>30% but <=50% AMI)	77	10	
Low income (>50% but <80% AMI)	2	1	
Families with children	122		
Elderly families	5		
Families with Disabilities	16		
Race/ethnicity	176		
Race/ethnicity			
Race/ethnicity	1		
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	39		
2 BR	100		
3 BR	21		
4 BR	9		
5 BR			
5+ BR			

Housing Needs of Families on the Waiting List

Is the waiting list closed (select one)? X No ☐ Yes

If yes:

How long has it been closed (# of months)?

Does the PHA expect to reopen the list in the PHA Plan year? ☐ No ☐ Yes

Does the PHA permit specific categories of families onto the waiting list, even if generally closed? ☐ No X Yes

C. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:

Select all that apply

- ☐ Employ effective maintenance and management policies to minimize the number of public housing units off-line
- ☐ Reduce turnover time for vacated public housing units
- ☐ Reduce time to renovate public housing units
- ☐ Seek replacement of public housing units lost to the inventory through mixed finance development
- ☐ Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- X Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- X Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- X Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- ☐ Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- ☐ Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- ☐ Other (list below)

Strategy 2: Increase the number of affordable housing units by:

Select all that apply

- ☒ Apply for additional section 8 units should they become available
- ☐ Leverage affordable housing resources in the community through the creation of mixed - finance housing
- ☐ Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- ☐ Other: (list below)

Need: Specific Family Types: Families at or below 30% of median**Strategy 1: Target available assistance to families at or below 30 % of AMI**

Select all that apply

- ☐ Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- ☒ Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- ☒ Employ admissions preferences aimed at families with economic hardships
- ☒ Adopt rent policies to support and encourage work
- ☐ Other: (list below)

Need: Specific Family Types: Families at or below 50% of median**Strategy 1: Target available assistance to families at or below 50% of AMI**

Select all that apply

- ☒ Employ admissions preferences aimed at families who are working
- ☒ Adopt rent policies to support and encourage work
- ☐ Other: (list below)

Need: Specific Family Types: The Elderly**Strategy 1: Target available assistance to the elderly:**

Select all that apply

- ☐ Seek designation of public housing for the elderly
- ☐ Apply for special-purpose vouchers targeted to the elderly, should they become available
- ☐ Other: (list below)

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

- ☐ Seek designation of public housing for families with disabilities
- X Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- ☐ Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- ☐ Affirmatively market to local non-profit agencies that assist families with disabilities
- ☐ Other: (list below)

Need: Specific Family Types: Races or ethnicities with disproportionate housing needs

Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:

Select if applicable

- X Affirmatively market to races/ethnicities shown to have disproportionate housing needs
- ☐ Other: (list below)

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

- X Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- X Market the section 8 program to owners outside of areas of poverty /minority concentrations
- ☐ Other: (list below)

Other Housing Needs & Strategies: (list needs and strategies below)

(2) Reasons for Selecting Strategies

Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

- X Funding constraints

- X Staffing constraints
- X Limited availability of sites for assisted housing
- X Extent to which particular housing needs are met by other organizations in the community
- ☐ Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- ☐ Influence of the housing market on PHA programs
- ☐ Community priorities regarding housing assistance
- ☐ Results of consultation with local or state government
- ☐ Results of consultation with residents and the Resident Advisory Board
- ☐ Results of consultation with advocacy groups
- ☐ Other: (list below)

2. Statement of Financial Resources (see attached Exhibit #2 -

[24 CFR Part 903.7 9 (b)]

Component #2) A:\Finresou\Nc019i01 - i02

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2000 grants)		
a) Public Housing Operating Fund	\$1,212,527	
b) Public Housing Capital Fund	\$250,000	
c) HOPE VI Revitalization	\$12,000,000	
d) HOPE VI Demolition	\$3,000,000	
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$684,912	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	\$25,000	
g) Resident Opportunity and Self-Sufficiency Grants	\$34,405	
h) Community Development Block Grant		

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
i) HOME		
Other Federal Grants (list below)		
Hurricane Floyd Disaster Relief	\$5,100,000	
2. Prior Year Federal Grants (unobligated funds only) (list below)		
1998 CGP	\$250,000	
1998 DEG	\$100,000	
1998 DEG	\$150,000	
3. Public Housing Dwelling Rental Income	\$1,339,826	
4. Other income (list below)		
Section 8 Administrative Fees	\$85,847	
Section 8 Hard to House and Audit Fee	\$1,210	
FSS Coordinator	\$30,625	
MSH-HAP	\$163,398	
5. Non-Federal sources (list below)		
Interest Income	\$91,003	
Excess Utilities	\$82,085	
Miscellaneous Income	\$62,138	
Total resources	\$24,662,976	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)] - (see attached Exhibit #3 - Component #3) A:\NC019j01

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete subcomponent 3A.

(1) Eligibility

a. When does the PHA verify eligibility for admission to public housing? (select all that apply)

X When families are within a certain number of being offered a unit: (state number)

☐ When families are within a certain time of being offered a unit: (state time)

☐ Other: (describe)

b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?

- X Criminal or Drug-related activity
X Rental history
☐ Housekeeping
X Other (describe) **Credit Reports**

c. X Yes ☐ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

d. X Yes ☐ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

e. ☐ Yes X No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

(2)Waiting List Organization

a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)

- X Community-wide list
☐ Sub-jurisdictional lists
☐ Site-based waiting lists
☐ Other (describe)

b. Where may interested persons apply for admission to public housing?

- X PHA main administrative office
☐ PHA development site management office

X Other (list below) **West End Terrace Community Center and Weeks-Armstrong Community Center**

c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**

1. How many site-based waiting lists will the PHA operate in the coming year?

2. ☐ Yes ☐ No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?

If yes, how many lists?

3. ☐ Yes ☐ No: May families be on more than one list simultaneously
If yes, how many lists?

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?

- ☐ PHA main administrative office
☐ All PHA development management offices
☐ Management offices at developments with site-based waiting lists
☐ At the development to which they would like to apply
☐ Other (list below)

(3) Assignment

- a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)

- X One
☐ Two
☐ Three or More

- b. ☐ Yes ☐ No: Is this policy consistent across all waiting list types?

- c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

(4) Admissions Preferences

- a. Income targeting:

- ☐ Yes X No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?

- b. Transfer policies:

In what circumstances will transfers take precedence over new admissions? (list below)

- ☐ Emergencies
X Overhoused
X Underhoused
X Medical justification
☐ Administrative reasons determined by the PHA (e.g., to permit modernization work)
☐ Resident choice: (state circumstances below)
☐ Other: (list below)

c. Preferences

1. X Yes ☐ No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If “no” is selected, skip to subsection **(5) Occupancy**)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

- X Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- X Victims of domestic violence
- X Substandard housing
- X Homelessness
- X High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans’ families
- X Residents who live and/or work in the jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- X Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- X Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a “1” in the space that represents your first priority, a “2” in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

2 Date and Time

Former Federal preferences:

- 1 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- 1 Victims of domestic violence

- 1 Substandard housing
- 1 Homelessness
- 1 High rent burden

Other preferences (select all that apply)

- 2 Working families and those unable to work because of age or disability
- 2 Veterans and veterans' families
- 1 Residents who live and/or work in the jurisdiction
- 2 Those enrolled currently in educational, training, or upward mobility programs
- 2 Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- 2 Those previously enrolled in educational, training, or upward mobility programs
- 1 Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:

- ☐ The PHA applies preferences within income tiers
- X Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Occupancy

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

- X The PHA-resident lease
- X The PHA's Admissions and (Continued) Occupancy policy
- X PHA briefing seminars or written materials
- ☐ Other source (list)

b. How often must residents notify the PHA of changes in family composition? (select all that apply)

- X At an annual reexamination and lease renewal
- X Any time family composition changes
- ☐ At family request for revision
- ☐ Other (list)

(6) Deconcentration and Income Mixing

a. X Yes ☐ No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

b. X Yes ☐ No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing? **See attachment A:\ACOP and A:\ACOPAMEN**

c. If the answer to b was yes, what changes were adopted? (select all that apply)

☐ Adoption of site-based waiting lists

If selected, list targeted developments below:

☐ Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments

If selected, list targeted developments below:

☐ Employing new admission preferences at targeted developments

If selected, list targeted developments below:

☐ Other (list policies and developments targeted below)

d. X Yes ☐ No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?

e. If the answer to d was yes, how would you describe these changes? (select all that apply)

☐ Additional affirmative marketing

X Actions to improve the marketability of certain developments

☐ Adoption or adjustment of ceiling rents for certain developments

☐ Adoption of rent incentives to encourage deconcentration of poverty and income-mixing

☐ Other (list below)

f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)

- ☐ Not applicable: results of analysis did not indicate a need for such efforts
X List (any applicable) developments below: **NC 19-2, 19-4, 19-5**
Weeks Armstrong Homes

g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)

- ☐ Not applicable: results of analysis did not indicate a need for such efforts
X List (any applicable) developments below: **NC 19-3, 19-5, 19-9**
West End Terrace

B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B.
Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).

(1) Eligibility

- a. What is the extent of screening conducted by the PHA? (select all that apply)
X Criminal or drug-related activity only to the extent required by law or regulation
☐ Criminal and drug-related activity, more extensively than required by law or regulation
☐ More general screening than criminal and drug-related activity (list factors below)
☐ Other (list below)
- b. X Yes ☐ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c. ☐ Yes X No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d. ☐ Yes X No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
X Criminal or drug-related activity
X Other (describe below)

(2) Waiting List Organization

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)

- X None
☐ Federal public housing
☐ Federal moderate rehabilitation
☐ Federal project-based certificate program
☐ Other federal or local program (list below)

- b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)

- X PHA main administrative office
X Other (list below) **Open or special applications taken
at the Hyman Battle Center**

(3) Search Time

- a. X Yes ☐ No: Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below: **Extenuating circumstances such as family emergencies, hospitalization, difficulty in locating a unit and have requested support services from the Section 8 staff throughout the initial 60 day time and family has turned in lease approval prior to the expiration of 60 days, but the unit has not passed the HQS.**

(4) Admissions Preferences

- a. Income targeting

- X Yes ☐ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

- b. Preferences

1. X Yes ☐ No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose Section 8 assistance programs**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

- X Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
X Victims of domestic violence
X Substandard housing
X Homelessness
X High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
☐ Veterans and veterans' families
X Residents who live and/or work in your jurisdiction
☐ Those enrolled currently in educational, training, or upward mobility programs
X Households that contribute to meeting income goals (broad range of incomes)
X Households that contribute to meeting income requirements (targeting)
☐ Those previously enrolled in educational, training, or upward mobility programs
X Victims of reprisals or hate crimes
☐ Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

2 Date and Time

Former Federal preferences

- 1 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
1 Victims of domestic violence
1 Substandard housing
1 Homelessness
1 High rent burden

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability

- ☐ Veterans and veterans' families
- X Residents who live and/or work in your jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- X Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- X Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)

- X Date and time of application
- ☐ Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for "residents who live and/or work in the jurisdiction" (select one)

- X This preference has previously been reviewed and approved by HUD
- ☐ The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)

- ☐ The PHA applies preferences within income tiers
- X Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Special Purpose Section 8 Assistance Programs

a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)

- X The Section 8 Administrative Plan
- X Briefing sessions and written materials
- ☐ Other (list below)

b. How does the PHA announce the availability of any special-purpose section 8 programs to the public?

- X Through published notices
- ☐ Other (list below)

4. PHA Rent Determination Policies (See Attached Exhibit #4 - Component #4)

[24 CFR Part 903.7 9 (d)]

A:\NC019k01

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete sub-component 4A.

(1) Income Based Rent Policies

Describe the PHA's income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

a. Use of discretionary policies: (select one)

X The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

☐ The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)

b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (select one)

- ☐ \$0
X \$1-\$25
☐ \$26-\$50

2. X Yes ☐ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below:

c. Rents set at less than 30% than adjusted income

1. ☐ Yes X No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?
2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)

X For the earned income of a previously unemployed household member

☐ For increases in earned income

☐ Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

☐ Fixed percentage (other than general rent-setting policy)

If yes, state percentage/s and circumstances below:

☐ For household heads

☐ For other family members

☐ For transportation expenses

☐ For the non-reimbursed medical expenses of non-disabled or non-elderly families

☐ Other (describe below)

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income) (select one)

☐ Yes for all developments

☐ Yes but only for some developments

X No

2. For which kinds of developments are ceiling rents in place? (select all that apply)

- ☐ For all developments
- ☐ For all general occupancy developments (not elderly or disabled or elderly only)
- ☐ For specified general occupancy developments
- ☐ For certain parts of developments; e.g., the high-rise portion
- ☐ For certain size units; e.g., larger bedroom sizes
- ☐ Other (list below)

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)

- ☐ Market comparability study
- ☐ Fair market rents (FMR)
- ☐ 95th percentile rents
- ☐ 75 percent of operating costs
- ☐ 100 percent of operating costs for general occupancy (family) developments
- ☐ Operating costs plus debt service
- ☐ The "rental value" of the unit
- ☐ Other (list below)

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

- ☐ Never
- ☐ At family option
- X Any time the family experiences an income increase
- ☐ Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)_____
- ☐ Other (list below)

g. ☐ Yes X No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

(2) Flat Rents

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)

- ☐ The section 8 rent reasonableness study of comparable housing
- ☐ Survey of rents listed in local newspaper
- ☐ Survey of similar unassisted units in the neighborhood

X Other (list/describe below) **Section 8 Reasonableness Study using information from local Realtors**

B. Section 8 Tenant-Based Assistance

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

(1) Payment Standards

Describe the voucher payment standards and policies .

a. What is the PHA's payment standard? (select the category that best describes your standard)

- ☐ At or above 90% but below 100% of FMR
- X 100% of FMR
- ☐ Above 100% but at or below 110% of FMR
- ☐ Above 110% of FMR (if HUD approved; describe circumstances below)

b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)

- ☐ FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
- ☐ The PHA has chosen to serve additional families by lowering the payment standard
- ☐ Reflects market or submarket
- ☐ Other (list below)

c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)

- ☐ FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- ☐ Reflects market or submarket
- ☐ To increase housing options for families
- ☐ Other (list below)

d. How often are payment standards reevaluated for adequacy? (select one)

- ☐ Annually
☐ Other (list below)

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

- X Success rates of assisted families
X Rent burdens of assisted families
☐ Other (list below)

(2) Minimum Rent

a. What amount best reflects the PHA's minimum rent? (select one)

- ☐ \$0
X \$1-\$25
☐ \$26-\$50

b. X Yes ☐ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below) **Hardship Notice on file**

5. Operations and Management -(See Attached Exhibit #5 - Component #5)

[24 CFR Part 903.7 9 (e)]

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Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C(2)

A. PHA Management Structure (See Attached Exhibit #6) A:\NC019d01

Describe the PHA's management structure and organization.

(select one)

- X An organization chart showing the PHA's management structure and organization is attached.
☐ A brief description of the management structure and organization of the PHA follows:

B. HUD Programs Under PHA Management

List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use "NA" to indicate that the PHA does not operate any of the programs listed below.)

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing		
Section 8 Vouchers	190	
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)		
FSS Program S/8	35	
Other Federal Programs(list individually)		
FSS New Construction	90	

C. Management and Maintenance Policies

List the PHA's public housing management and maintenance policy documents, manuals and handbooks that contain the Agency's rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

(1) Public Housing Maintenance and Management: (list below)

(2) Section 8 Management: (list below) **1. Statement of Policies & Procedures**

2. FSS Action Plan

3. S/8 Owners Handbook

6. PHA Grievance Procedures (See Attached Exhibit #7 - Component #6)

[24 CFR Part 903.7 9 (f)]

A:\Nc019m01

Exemptions from component 6: High performing PHAs are not required to complete component 6. Section 8-Only PHAs are exempt from sub-component 6A.

A. Public Housing

1. ☐ Yes X No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)

- ☐ PHA main administrative office
☐ PHA development management offices
X Other (list below) **Housing Managers**

B. Section 8 Tenant-Based Assistance

1. ☐ Yes X No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)

- ☐ PHA main administrative office
X Other (list below) **Section 8**

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.

A. Capital Fund Activities

Exemptions from sub-component 7A: PHAs that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

(1) Capital Fund Program Annual Statement

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD-52837.

Select one:

☒ The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name) **A:\NC019c01**

-or-

☐ The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert here)

(2) Optional 5-Year Action Plan

Agencies are encouraged to include a 5-Year Action Plan covering capital work items. This statement can be completed by using the 5 Year Action Plan table provided in the table library at the end of the PHA Plan template **OR** by completing and attaching a properly updated HUD-52834.

a. ☒ Yes ☐ No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund? (if no, skip to sub-component 7B)

b. If yes to question a, select one:

☒ The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name **A:\NC019c01**)

-or-

☐ The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)

B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund)

Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

- ☐ Yes ☐ No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)
- b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:

2. Development (project) number:

3. Status of grant: (select the statement that best describes the current status)

- ☐ Revitalization Plan under development
- ☐ Revitalization Plan submitted, pending approval
- ☐ Revitalization Plan approved
- ☐ Activities pursuant to an approved Revitalization Plan underway

- ☐ Yes ☐ No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?

If yes, list development name/s below:

- ☐ Yes ☐ No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?

If yes, list developments or activities below:

- ☐ Yes ☐ No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?

If yes, list developments or activities below:

8. Demolition and Disposition (See Attached Exhibit #9-Component #7)

[24 CFR Part 903.7 9 (h)]

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Applicability of component 8: Section 8 only PHAs are not required to complete this section.

1. X Yes ☐ No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If “No”, skip to component 9; if “yes”, complete one activity description for each development.)

2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table? (If “yes”, skip to

component 9. If “No”, complete the Activity Description table below.)

Demolition/Disposition Activity Description
1a. Development name: 1b. Development (project) number:
2. Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>
5. Number of units affected: 6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: b. Projected end date of activity:

9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities^[24 CFR Part 903.7 9 (i)]

Exemptions from Component 9; Section 8 only PHAs are not required to complete this section.

1. ☐ Yes X No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management

Table? If “yes”, skip to component 10. If “No”, complete the Activity Description table below.

Designation of Public Housing Activity Description
1a. Development name: 1b. Development (project) number:
2. Designation type: Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one) Approved; included in the PHA's Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>
5. If approved, will this designation constitute a (select one) <input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected: 7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act

1. ☐ Yes X No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If “No”, skip to component 11; if “yes”, complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 11. If “No”, complete the Activity Description table below.

Conversion of Public Housing Activity Description
1a. Development name: 1b. Development (project) number:
2. What is the status of the required assessment? <input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status) <input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one) <input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: _____) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: _____) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: _____) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> Other: (describe below)

B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937

C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)] (See Attached Exhibit #10 - Component #11) A:\NC019o01

A. Public Housing

Exemptions from Component 11A: Section 8 only PHAs are not required to complete 11A.

1. ☐ Yes ☒ No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If “No”, skip to component 11B; if “yes”, complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 12. If “No”, complete the Activity Description table below.)

Public Housing Homeownership Activity Description (Complete one for each development affected)
1a. Development name: 1b. Development (project) number:
2. Federal Program authority: <input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input type="checkbox"/> Approved; included in the PHA’s Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)
5. Number of units affected:
6. Coverage of action: (select one)

- | |
|--|
| <input type="checkbox"/> Part of the development |
| <input type="checkbox"/> Total development |

B. Section 8 Tenant Based Assistance

1. ☐ Yes X No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If “No”, skip to component 12; if “yes”, describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

2. Program Description:

a. Size of Program

- ☐ Yes ☐ No: Will the PHA limit the number of families participating in the section 8 homeownership option?

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

- ☐ 25 or fewer participants
☐ 26 - 50 participants
☐ 51 to 100 participants
☐ more than 100 participants

b. PHA-established eligibility criteria

- ☐ Yes ☐ No: Will the PHA’s program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?

If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)] (See Attached Exhibit #11 - Component #12)

A:\NC019p01 & p02

Exemptions from Component 12: High performing and small PHAs are not required to complete this component. Section 8-Only PHAs are not required to complete sub-component C.

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

- ☐ Yes ☒ No: Has the PHA entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed? DD/MM/YY

2. Other coordination efforts between the PHA and TANF agency (select all that apply)
- ☒ Client referrals
 - ☒ Information sharing regarding mutual clients (for rent determinations and otherwise)
 - ☒ Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
 - ☐ Jointly administer programs
 - ☐ Partner to administer a HUD Welfare-to-Work voucher program
 - ☐ Joint administration of other demonstration program
 - ☐ Other (describe)

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas? (select all that apply)

- ☒ Public housing rent determination policies
- ☒ Public housing admissions policies
- ☒ Section 8 admissions policies
- ☐ Preference in admission to section 8 for certain public housing families
- ☒ Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
- ☐ Preference/eligibility for public housing homeownership option participation
- ☐ Preference/eligibility for section 8 homeownership option participation
- ☐ Other policies (list below)

b. Economic and Social self-sufficiency programs

- ☒ Yes ☐ No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If “yes”, complete the following table; if “no” skip to sub-

component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use.)

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
1. South Eastern North Carolina Community Development Corp.	Unlimited	Registration (Open)	PHA Main Office	Both PHA and S/8
2. Jazzy's Restaurant (Jobs and Job Training)	Limited No.	Application Waiting List Screening	Restaurant Site	Both PHA and S/8
3. Resident Management Council, Inc. (RMC)	Limited No.	Screening	PHA Main Office	Both PHA and S/8

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing		
Section 8	35	32

b. X Yes ☐ No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?
If no, list steps the PHA will take below:

C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)

- ☒ Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
- ☒ Informing residents of new policy on admission and reexamination
- ☐ Actively notifying residents of new policy at times in addition to admission and reexamination.
- ☐ Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- ☐ Establishing a protocol for exchange of information with all appropriate TANF agencies
- ☐ Other: (list below)

D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937

13. PHA Safety and Crime Prevention Measures (See Attached Exhibit #13 - Component #13) A:\Safetycr\NC019r01- r16

[24 CFR Part 903.7 9 (m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High Performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

A. Need for measures to ensure the safety of public housing residents - (See attached Exhibit #14) A:\NC019s01

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)

- ☐ High incidence of violent and/or drug-related crime in some or all of the PHA's developments
- ☐ High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
- ☐ Residents fearful for their safety and/or the safety of their children
- ☒ Observed lower-level crime, vandalism and/or graffiti
- ☐ People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- ☐ Other (describe below)

2. What information or data did the PHA used to determine the need for PHA actions to improve safety of residents (select all that apply).

- X Safety and security survey of residents
- X Analysis of crime statistics over time for crimes committed “in and around” public housing authority
- X Analysis of cost trends over time for repair of vandalism and removal of graffiti
- X Resident reports
- X PHA employee reports
- X Police reports
- X Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- X Other (describe below)

3. Which developments are most affected? (list below)

B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year - (See Attached Exhibit #15) A:\NC019t01

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)

- X Contracting with outside and/or resident organizations for the provision of crime-and/or drug-prevention activities
- X Crime Prevention Through Environmental Design
- X Activities targeted to at-risk youth, adults, or seniors
- ☐ Volunteer Resident Patrol/Block Watchers Program
- ☐ Other (describe below)

2. Which developments are most affected? (list below)

C. Coordination between PHA and the police

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- ☐ Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- X Police provide crime data to housing authority staff for analysis and action
- X Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)

- X Police regularly testify in and otherwise support eviction cases
- X Police regularly meet with the PHA management and residents
- X Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- ☐ Other activities (list below)

2. Which developments are most affected? (list below) **ALL**

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- X Yes ☐ No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- X Yes ☐ No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?
- X Yes ☐ No: This PHDEP Plan is an Attachment. (Attachment Filename: ____)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)] (See Attached Exhibit #17 - Component #14) A:\NC019u01

15. Civil Rights Certifications - (See Attached Exhibit #18)

[24 CFR Part 903.7 9 (o)]

A:\Certific\NC019v01 - v11

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

1. X Yes ☐ No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?
(If no, skip to component 17.)
2. X Yes ☐ No: Was the most recent fiscal audit submitted to HUD?
3. ☐ Yes X No: Were there any findings as the result of that audit?
4. ☐ Yes ☐ No: If there were any findings, do any remain unresolved?
If yes, how many unresolved findings remain? ____
5. ☐ Yes ☐ No: Have responses to any unresolved findings been submitted to HUD?
If not, when are they due (state below)?

17. PHA Asset Management

Exemptions from component 17: Section 8 Only PHAs are not required to complete this component. High performing and small PHAs are not required to complete this component.

1. X Yes ☐ No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock , including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
2. What types of asset management activities will the PHA undertake? (select all that apply)
- ☐ Not applicable
- ☐ Private management
- ☐ Development-based accounting
- X Comprehensive stock assessment
- ☐ Other: (list below)
3. ☐ Yes ☐ No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

1. X Yes ☐ No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
- X Attached at Attachment (File name) **A:\reside~1\NC019g01**
- ☐ Provided below:
3. In what manner did the PHA address those comments? (select all that apply)
- X Considered comments, but determined that no changes to the PHA Plan were necessary.
- ☐ The PHA changed portions of the PHA Plan in response to comments
List changes below:
- ☐ Other: (list below)

B. Description of Election process for Residents on the PHA Board

1. ☐ Yes X No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
2. ☐ Yes X No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.) **Resident on the Board is appointed by the Mayor.**

3. Description of Resident Election Process

a. Nomination of candidates for place on the ballot: (select all that apply)

- ☐ Candidates were nominated by resident and assisted family organizations
Candidates could be nominated by any adult recipient of PHA assistance
Self-nomination: Candidates registered with the PHA and requested a place on ballot
- ☐ Other: (describe)

b. Eligible candidates: (select one)

- ☐ Any recipient of PHA assistance
Any head of household receiving PHA assistance
- ☐ Any adult recipient of PHA assistance
- ☐ Any adult member of a resident or assisted family organization
- ☐ Other (list)

c. Eligible voters: (select all that apply)

- ☐ All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- ☐ Representatives of all PHA resident and assisted family organizations
- ☐ Other (list)

C. Statement of Consistency with the Consolidated Plan

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction: (provide name here) **City of Rocky Mount**
2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

- X The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- X The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- X The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- X Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)

☐ Other: (list below)

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below) **Before the Certification Consolidation**

D. Other Information Required by HUD

Use this section to provide any additional information requested by HUD.

Attachments

Use this section to provide any additional attachments referenced in the Plans.

PHA Plan Table Library

Component 7 Capital Fund Program Annual Statement Parts I, II, and II

Annual Statement

Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number FFY of Grant Approval: (MM/YYYY)

☐ Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	
4	1410 Administration	
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	
8	1440 Site Acquisition	
9	1450 Site Improvement	
10	1460 Dwelling Structures	
11	1465.1 Dwelling Equipment-Nonexpendable	
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	Amount of Annual Grant (Sum of lines 2-19)	
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	

Annual Statement

Capital Fund Program (CFP) Part II: Supporting Table

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost

Annual Statement
Capital Fund Program (CFP) Part III: Implementation Schedule

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Total estimated cost over next 5 years				

Optional Public Housing Asset Management Table

See Technical Guidance for instructions on the use of this table, including information to be provided.

Public Housing Asset Management								
Development Identification		Activity Description						
Name, Number, and Location	Number and Type of units	Capital Fund Program Parts II and III <i>Component 7a</i>	Development Activities <i>Component 7b</i>	Demolition / disposition <i>Component 8</i>	Designated housing <i>Component 9</i>	Conversion <i>Component 10</i>	Home-ownership <i>Component 11a</i>	Other (describe) <i>Component 17</i>

SPECIFICS OF THE FIVE YEAR PLAN

<u>PROVIDER</u>	<u>GOALS</u>	<u>OBJECTIVES</u>	<u>YEARS</u>				
			<u>2000</u>	<u>2001</u>	<u>2002</u>	<u>2003</u>	<u>2004</u>
<u>Commissioners</u>	#1 To maintain maximum operational Effectiveness	a. Monthly Monitor all expenditures b. Keep abreast of all new policy changes c. Make changes on operations as needed.	#1a. #1b. #1c.	#1a. #1b. #1c.	#1a. #1b. #1c.	#1a. #1b. #1c.	#1a. #1b. #1c
<u>Housing Management</u>	#1 To maintain maximum operational Effectiveness	a. Achieve and Maintain 97% Occupancy Rate b. Maintain average level of 5% or less in TAR. c. Provide ongoing staff training d. Perform annual housekeeping inspection of all units. e. Revise policies as needed f. Maintain compliance with HUD Regulations g. Provide timely preparations of HUD Reports h. Enforce Lease requirements i. Timely provide and maintain all PHA requirements j. Meet all requirements assigned under QHWRA	#1a. #1b. #1c. #1d. #1e. #1f. #1g. #1h #1i. #ji.	#1a. #1b. #1c. #1d #1e. #1f. #1g. #1h. #1i. #ji.	#1a. #1b. #1c. #1d. #1e. #1f. #1g. #1h. #1i. #ji.	#1a. #1b. #1c. #1d. #1e. #1f. #1g. #1h. #1i. #ji.	#1a. #1b. #1c. #1d. #1e. #1f. #1g. #1h. #1i. #ji.
<u>Finance</u>	#1 To maintain maximum operational Effectiveness	a. Maintain sufficient reserve level as required by HUD b. Provide computer training for staff c. Maintain maximum efficiency use of computer Hardware and Software d. Maintain adequate financial records e. Maintain adequate inventory levels f. Provide best investment rates for Reserves Funds	#1a. #1b. #1c. #1d. #1e. #1f.	#1a. #1b. #1c. #1d. #1e. #1f.	#1a. #1b. #1c. #1d. #1e. #1f.	#1a. #1b. #1c. #1d. #1e. #1f.	#1a. #1b. #1c. #1d. #1e. #1f.

SPECIFICS OF THE FIVE YEAR PLAN

<u>PROVIDER</u>	<u>GOALS</u>	<u>OBJECTIVES</u>	<u>YEARS</u>				
			<u>2000</u>	<u>2001</u>	<u>2002</u>	<u>2003</u>	<u>2004</u>
<u>Section 8</u>	#1 To maintain maximum operational effectiveness	a. Review Utility Allowance Annually b. Review Rent reasonableness annually c. Perform HQS of all units annually d. Complete goals under FSS Program e. Encourage participants to enter homeownership counseling f. Encourage participants to purchase a home g. Timely produce all required HUD Reports h. Timely establish and maintain all SEMAP requirements	#1a. #1b. #1c #1d. #1e #1f. #1g.	#1a. #1b. #1c #1d. #1e #1f. #1g.	#1a. #1b. #1c #1d. #1e #1f. #1g.	#1a. #1b. #1c #1d. #1e #1f. #1g.	#1a. #1b. #1c #1d. #1e #1f #1g.
<u>Crime Prevention</u>	#1 To maintain maximum operational effectiveness	a. Monitor all programs funded with DEGP to ensure goals are met b. Monitor all DEGP expenditures to ensure proper accountability c. Provide Annual Application to obtain DEGP funding d. Meet all goals established under RMHA Safety Program	#1a. #1b. #1c. #1d.	#1a. #1b. #1c. #1d.	#1a. #1b. #1c. #1d.	#1a. #1b. #1c. #1d.	#1a. #1b. #1c. #1d.
<u>Maintenance/ Modernization</u>	#1 To maintain maximum operational effectiveness	a. Meet all requirements assigned under PHAs b. Meet all requirements established under QHWRA c. Provide ongoing staff training d. Timely provide all required HUD Reports e. Provide staff training programs f. Provide maintenance training/education for Residents g. Monitor use of inventory h. Perform annual inspection of all units i. Provide statistical reports as required by Executive Director	#1a. #1b. #1c #1d. #1e. #1f. #1g. #1h. #1i.	#1a. #1b. #1c #1d. #1e. #1f. #1g. #1h. #1i.	#1a. #1b. #1c #1d. #1e. #1f. #1g. #1h. #1i.	#1a. #1b. #1c #1d. #1e. #1f. #1g. #1h. #1i.	#1a. #1b. #1c #1d. #1e. #1f. #1g. #1h. #1i.

SPECIFICS OF THE FIVE YEAR PLAN

<u>PROVIDER</u>	<u>GOALS</u>	<u>OBJECTIVES</u>	<u>YEARS</u>				
			<u>2000</u>	<u>2001</u>	<u>2002</u>	<u>2003</u>	<u>2004</u>
<u>Commissioners</u>	#2 To increase the level of awareness to policy makers of the need for affordable housing.	a. Provide information to the general public about public housing and its goals and achievements	#2a.	#2a.	#2a.	#2a.	#2a.
		b. Provide ways to generate affordable housing units	#2b	#2b	#2b	#2b	#2b
<u>Housing Management</u>	#2 To increase the level of awareness to policy makers of the need for affordable housing.	a. Provide information on affordable housing in RMHA Newsletter	#2a.	#2a.	#2a.	#2a.	#2a.
		b. Establish flat rent so residents can save money to improve quality of life	#2b.	#2b.	#2b.	#2b.	#2b.
		c. Encourage Residents to purchase home	#2c.	#2c.	#2c.	#2c.	#2c.
<u>Finance</u>	#2 To increase the level of awareness to policy makers of the need for affordable housing.	a. Establish means to use operating funds to support development in accordance with QHWRA	#2a.	#2a.	#2a.	#2a.	#2a.
<u>Commissioners</u>	#3 To provide housing opportunities and preserve exiting housing stock within Fiscal Responsibility	a. Seek ways to develop new housing opportunities	#3a.	#3a.	#3a.	#3a.	#3a.
		b. Review Comp Grant steps taken to preserve existing housing stock	#3b.	#3b.	#3b.	#3b.	#3b.
<u>Maintenance/ Modernization</u>	#3 To provide housing opportunities and preserve exiting housing stock within Fiscal Responsibility	a. Provide ways to use Comp Grant funds to develop new housing units	#3a.	#3a.	#3a.	#3a.	#3a.
		b. See Comp Grant 5-year program for information on preserving exiting housing stock. (See exhibit #1)	#3b.	#3b.	#3b.	#3b.	#3b.
<u>Commissioners</u>	#4 To promote self-sufficiency among Residents through education and Employment Training	a. Periodically monitor RMHA programs that offers residents opportunities for employment, job training and education	#4a.	#4a.	#4a.	#4a.	#4a.

SPECIFICS OF THE FIVE YEAR PLAN

<u>PROVIDER</u>	<u>GOALS</u>	<u>OBJECTIVES</u>	<u>YEARS</u>				
			<u>2000</u>	<u>2001</u>	<u>2002</u>	<u>2003</u>	<u>2004</u>
<u>Housing Management</u>	#4 To promote self-sufficiency among Residents through education and Employment Training	a. Periodically provide residents with information through monthly newsletters.	#4a.	#4a.	#4a.	#4a.	#4a.
		b. Periodically provide residents with information on job training and employment through monthly newsletters.	#4b.	#4b.	#4b.	#4b.	#4b.
<u>Crime Prevention</u>	#4 To promote self-sufficiency among Residents through education and Employment Training	a. Through the DEGP, develop programs that will provide Residents with opportunity to advance their education, obtaining Job training and employment.	#4a.	#4a.	#4a.	#4a.	#4a.
<u>Section 8</u>	#4 To promote self-sufficiency among Employment Training	a. Provide monthly reports on FSS Program and/or job training	#4a.	#4a.	#4a.	#4a.	#4a.
			#4b.	#4b.	#4b.	#4b.	#4b.

ROCKY MOUNT HOUSING AUTHORITY

ADMISSIONS AND CONTINUED OCCUPANCY POLICY

SECTION I

INTRODUCTION

MISSION STATEMENT

The goal of the Rocky Mount Housing Authority, (hereafter called RMHA or HA) is to provide drug free, decent, safe, and sanitary housing for eligible families; and provide opportunities and promote self-sufficiency and economic independence for all residents. In order to achieve this mission, the RMHA will:

RECOGNIZE residents are our ultimate customer;

IMPROVE RMHA management and service delivery efforts through effective and efficient management of staff;

SEEK problem-solving partnerships with residents, community, and government leadership;

APPLY limited RMHA resources to the effective and efficient management and operation of public housing programs.

PURPOSE

The purpose of this Admissions and Continued Occupancy Policy (ACOP) is to establish guidelines for the RMHA staff to follow in determining eligibility for admission to and continued occupancy of Public Housing. The basic guidelines for this policy is governed by requirement of the Department of Housing and Urban Development (HUD), with latitude for local policies and procedures. The policies and procedures governing admission and continued occupancy are outlined herein, and these requirements are binding upon applicants, residents and RMHA staff alike.

Notwithstanding the above, changes in applicable federal law or regulations shall supersede provisions in conflict with this policy. Federal regulations shall mean those found in 24 Code of Federal

Regulations (CFR) Parts 900.

OBJECTIVES

The objectives of this Policy are as follows:

A. PROMOTE the overall goal of drug free, decent, safe and sanitary housing by:

- (1) Insuring a social and economic mix of residents within each public housing neighborhood in order to foster social stability and upward mobility;
- (2) Insuring the fiscal stability of the RMHA;
- (3) Lawfully denying admission or continued occupancy to applicants or resident whose presence in a public housing neighborhood are likely to adversely affect the health, safety, comfort, or welfare of other residents, or the physical environment of the neighborhood, or create a danger to RMHA employees;
- (4) Insuring that elderly families can live in public housing as long as they are able to live independently an/or have someone to help them live independently as in the case of a live-in-aide.

B. Facilitate the efficient management of the RMHA and compliance with Federal Regulations by establishing policies for efficient and effective management of the RMHA inventory and staff.

C. Comply in letter and spirit with Title VI of the Civil Rights Act of 1964, and all other applicable Federal laws and regulations to insure that admission to and continued occupancy in public housing are conducted without regard to race, color, religion, creed, sex, age, national origin, disability, or familial status.

OUTREACH

As much information as possible will be disseminated to the public about the availability and nature of Public Housing Assistance. This will be done through newspaper of general circulation, as well as through minority media, radio, and television. The staff will be available to convey essential information

to anyone telephoning or contacting the RMHA office directly. Additionally, the RMHA may hold meetings with local social community agencies regarding the availability of housing.

The RMHA shall take appropriate actions to provide opportunities to participate in the program to persons who, because of such factors as race, ethnicity, sex of household head, age, or source of income, are less likely to apply.

FAIR HOUSING POLICY

It is the policy of the RMHA to comply fully with all Federal, State, and local nondiscrimination laws and in accordance with the rules and regulations governing Fair Housing and Equal Opportunity in housing and employment and with the Americans With Disabilities Act.

Specifically, the RMHA shall not on account of race, color, sex, religion, creed, national or ethnic origin, familial status, or disability, deny any family or individual the opportunity to apply for or receive assistance under HUD's Public Housing Programs,.

PRIVACY RIGHTS

Applicants will be required to sign the Federal Privacy Act Statement which outlines the conditions under which HUD will release resident information.

Requests for information by other parties must be accompanied by a signed release request in order for the RMHA to release any information involving an applicant or participant, unless disclosure is authorized under Federal or State law or regulations.

DEFINITIONS OF TERMS

ADJUSTED INCOME: Annual Income, less allowable HUD deductions.

ADULT; A person who has reached his/her 18th birthday. **NOTE:** Only persons who are adults shall be eligible to enter into a lease agreement for occupancy.

ANNUAL CONTRIBUTIONS CONTRACT (ACC): A written agreement between HUD and the HA wherein the federal government guarantees permanent financing of public housing projects as well as makes up the difference between project revenues and debt service on bonded indebtedness through an annual contribution or subsidy paid to the Housing Authority. The HA guarantees that it will maintain the low rents in the projects.

ANNUAL INCOME: All amounts, monetary or not, which go to, or on behalf of, the family head or spouse (even if temporarily absent) or to any other family member, or are anticipated to be received from a source outside the family during the 12-month period following admission or annual reexamination, including amounts derived from assets to which any member of the family has access, and which are not specifically excluded from income.

BREAK-INS: Bona fide attempts at burglary which are reported to the police department and are subject to verification by written police reports furnished by the resident(s)

BOARD OF COMMISSIONERS: Locally appointed citizens who serve as Commissioners and policy makers of a local public housing agency for a specified term, and usually without financial compensation.

CARE ATTENDANT: A person necessarily residing with a family by reason of employment by or for such family as determined by the HA to be essential for the care and well being of a family member. The care attendant is not considered a family member for the purpose of determining family income and establishing rent nor is the care attendant obligated for the support of the person or family.

However, the necessity of such an arrangement must be evidenced by a doctor's certificate, or by welfare or other responsible sources. Under no circumstances may such an arrangement be continued longer than necessary or permitted only for the convenience of the resident or such employee. This provision is applicable for admission and continued occupancy and is not restricted to elderly families.

CEILING RENT: A cap placed on the amount of rent a family can be charged (caps the T TP).

CHILD: A member of the family, other than the family head or spouse, who is under 18 years of age.

CHILD CARE EXPENSES: Amounts paid by the family for the care of children under 13 years of age where such care is necessary to enable a family member to actively seek employment, to be gainfully employed, or to further his/her education and only to the extent such amounts are not reimbursed. In the case of child care necessary to permit employment, the amount deducted must be verified and reflect reasonable charges and shall not exceed the amount of income received from such employment. The RMHA will not normally determine child care expenses as necessary when the household contains an additional unemployed adult who is physically capable of caring for the children. An example of an exception may be an unemployed adult that is not capable of caring for a child because of some type of disability. The head of household must document the disability that prevents the adult from providing child care.

CHILD CUSTODY: An applicant or resident who does not have full custody of a child or children may only claim a child as a dependent in accordance with the following:

(A) The applicant or resident must have primary custody of the child.

(B) The applicant or resident must provide sufficient evidence that if the applicant was admitted to public housing the child would reside with the applicant or resident. **NOTE:** The same child cannot be claimed by more than one applicant (i.e., counted more than once in order to make two (2) singles eligible).

CITIZEN: A citizen or national of the United States.

DEDUCTIONS: Amounts subtracted from annual income that each family is eligible for , as established by HUD. (See Adjusted Income)

DEPENDENT: A member of the family household (except foster children and foster adults) other than the head of household or spouse, or who is under 18 years of age or who is 18 years of age or older and is a Disabled Person, or a full-time student. **NOTE:** An unborn child shall not be considered a dependent.

DISABILITY ASSISTANCE EXPENSES: Reasonable expenses that are anticipated, during the period for which Annual Income is computed, for attendant care and auxiliary apparatus for a disabled family member, and that are necessary to enable a family member (including the disabled member) to be employed, provided that the expenses are neither paid to a member of the family nor reimbursed by an outside source.

DISABLED PERSON: A person having a physical or mental impairment which:

- (A) Is expected to be of long-continued and indefinite duration;
- (B) Substantially impedes his/her ability to live independently; and
- (C) Is of such a nature that such disability could be improved by more suitable housing conditions.

(NOTE: All three conditions must be met to qualify as disabled.)

Shown below are the definitions of a disabled person under Section 223 of the Social Security Act and under Section 102 (5) of the Developmental Disabilities Services and Facilities Construction Amendments of 1970:

(D) Section 223 of the Social Security Act defines disability as:

(1) Inability to engage in any substantial gainful activity by reason of any medically determined physical or mental impairment which can be expected to result in death or which has lasted or can be expected to last for a continuous period of not less than twelve (12) months; or

(2) In the case of any individual who has attained the age of fifty-five (55) and is blind (within the meaning of "blindness" as defined in Section 416 (I) 1 of this Title), inability by reason of such blindness to engage in substantial gainful activity requiring skills or abilities comparable to those of any gainful activity in which he has previously engaged with some regularity and over a substantial period of time.

(E) Section 102 (5) of the Developmental Disabilities Services and Facilities Construction Amendments of 1970 defines disability as:

A disability attributable to mental retardation, cerebral palsy, epilepsy, or another neurological condition of an individual found by the Secretary of Health a Human Resources to be closely related to mental retardation or to require treatment similar to that required for mentally retarded individuals, with disability originates before such individual attains age eighteen (18), which has continued or can be expected to continue indefinitely, and which constitutes a substantial handicap to such individual.

DISPLACED PERSON/FAMILY: A person or family displaced by governmental action, or whose unit has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized pursuant to the Federal Disaster Relief laws.

ELDERLY FAMILY: A family whose head or spouse or whose sole member is at least 62 years of age or a disabled person regardless of age, and may include two or more elderly or disabled persons in this status living together, or one or more such persons living with another person who is determined to be essential to the elderly or disabled person's care and well being.

ELDERLY PERSON: Any person who is 62 years of age or older.

ELDERLY UNIT: A housing unit designed for occupancy by elderly families as distinguished from a family unit.

ELIGIBLE FAMILY: A family meeting the definition of "Family" defined herein; who is within the applicable income limits for admission; and who meets the other required admission criteria outlined under "Eligibility for Admission."

EMANCIPATED MINOR: Any juvenile who is 16 years of age or older and who has resided in the same county in North Carolina for six (6) months next preceding the filing of the petition may petition the court in that county for a judicial decree of emancipation. A married juvenile is also emancipated by the same Article (19979, c.815, s.1.). If granted, the HA may accept the application of this person(s).

EVIDENCE OF CITIZENSHIP OR ELIGIBLE IMMIGRATION STATUS. The documents which must be submitted to evidence citizenship or eligible immigration status (See evidence outlined in this Policy).

FAMILIAL FAMILY: One or more individuals under 18 years of age being domiciled with; (a) a parent or another person having legal custody of such individual or individuals; or

(b) the designee of such parent or other person having such custody with the written permission of such parent or other person; and includes any person who is pregnant or is in the process of securing legal custody of any individual who has not attained the age of 18 years. Therefore, a single pregnant woman and individuals in the process of obtaining custody of any individual who has not attained the age of 18 years are processed for occupancy the same as a single person and only entitled to a one bedroom unit. Once the child is born or the custody is obtained, the family will qualify for a two bedroom unit and authorized to transfer in accordance with the RMHA's Transfer Policy.

FAMILY: A family as defined in this policy means:

A. A family with or without children and may be a single person or a group of two or more persons who are related by blood, marriage or adoption. The definition of family includes an Elderly Family, a Disabled Person), a Displaced Person, a Single Person, a Near Elderly Family, and the remaining member of a resident family. Note: Housing assistance for a single person who is not elderly, displaced, a person with disabilities, or the remaining member of a resident family is limited to a one-bedroom unit.

FOSTER CHILD CARE PAYMENT: Payment to eligible households by state, local or private

agencies appointed by the State, to administer payments for the care of foster children.

FULL-TIME STUDENT: A person who is carrying a subject load that is considered full time for day students under the standards and practices of the educational institution attended. An educational institution includes a vocational school with diploma or certificate program, as well as an institution offering a college degree. Verification will be supplied by the attended educational institution.

GRIEVANCE PROCEDURE: A procedure used by the resident to seek a hearing by a Hearing Officer or panel concerning the HA's action or failure to act involving the resident's rights, duties, welfare or status under the Lease.

GUEST: A person in the leased unit with the consent of a household member.

HANDICAPPED PERSON: A person having a physical or mental impairment which: 1) is expected to be of long-continued and indefinite duration; 2) Substantially impedes his/her ability to live independently, and 3) is of such a nature that such ability could be improved by more suitable housing conditions.

HAZARDOUS DUTY PAY: Pay to a family member in the Armed Forces away from home and exposed to hostile fire.

HEAD OF HOUSEHOLD: The adult member of the household who is held responsible for the family with respect to obligations and responsibilities under the terms of the Lease. "Head of Household" includes both husband and wife, if both are present in the household, jointly and separately.

HOUSING AGENCY: (HA) Formerly Public Housing Agency. Any State, county, municipality, or other governmental entity or public body authorized under state enabling legislation to engage in the development or administration of low-rent public housing or slum clearance.

HUD: The Department of Housing and Urban Development.

IMPUTED INCOME: HUD approved passbook rate times total cash value of assets; calculated when assets exceed \$5,000.00.

INCOME LIMITS: Income Limits established by HUD for admission to low-income housing by eligible families, and adopted by the HA.

INFANT: A child under the age of two (2) years.

INITIAL OCCUPANCY: The date on which a resident first assumes possession of or occupies an individual dwelling unit.

INS: The United States Immigration and Naturalization Service.

INTERIM REDETERMINATION OF RENT: Changes of rent between admission and reexamination and the next succeeding reexamination.

INVOLUNTARILY DISPLACED: See Written System of Preferences for selection established by the HA.

LEASE: A written agreement between the HA and an eligible family for the leasing of a dwelling unit.

LIVE-IN-AIDE: A person who resides with an elderly or disabled person or persons who (a) is determined by the HA to be essential to the care and well-being of the person(s); (b) is not obligated for support of the person(s); and (c) would not be living in the unit except to provide necessary supportive services. **Note:** The income of a Live-In-Aide that meets these requirements is not included as income to the resident family. A Live-In-Aide must be approved, in advance, by the RMHA and meet eligibility requirements for public housing occupancy.

LOWER INCOME FAMILY: A family whose income does not exceed 80% of the median income for the area as determined by HUD, with adjustments for smaller or larger families.

MEDICAL EXPENSES: Total medical expenses, including medical insurance premiums, that are anticipated during the period for which annual Income is computed, and that are not covered by insurance. This deduction is for elderly families only.

MINIMUM RENT: The greater of Ten percent (10%) of gross monthly income or \$25.00.

(This agency has established and adopted a minimum rent of \$25.00 for residents.)

MINOR: An unmarried member of the family (excluding foster children) other than the family head or spouse, who is under 18 years of age.

MIXED FAMILY: A family whose members include those with citizenship or eligible immigration status, and those without citizenship or eligible immigration status.

MONTHLY ADJUSTED INCOME: One-twelfth of Annual Income after Allowances.

MONTHLY INCOME: One-twelfth of Annual Income.

NATIONAL: A person who owes permanent allegiance to the United States, for example; as a result of birth in a United States territory or possession.

NEAR ELDERLY: A family whose head or spouse or "sole member" is at least fifty (50) years of age but below the age of sixty-two (62) year of age.

NET FAMILY ASSETS: Net Cash Value after deducting any reasonable costs that would be incurred in disposing of real property, savings, stocks, bonds, and other forms of capital investment, excluding interests in Indian trust land and excluding equity accounts in HUD Homeownership Programs.

NONCITIZEN: A person who is neither a citizen nor national of the United States.

PAYING MORE THAN 50% OF FAMILY INCOME AS RENT: See Written System of Preferences established by the HA.

PRE-OCCUPANCY CONFERENCE: The meeting, interview, or orientation between a new resident family and the RMHA before move-in, during which the Lease and conditions of occupancy are reviewed with the resident family.

PUBLIC HOUSING AGENCY: See Housing Agency.

REEXAMINATION/RECERTIFICATION: Process of securing documentation to reverify family's income and other eligibility requirements every 12 months as required.

REEXAMINATION EFFECTIVE DATE: The date on which rents become effective after reexamination each year.

REMAINING FAMILY MEMBER: The person(s) of legal age remaining in the unit after the head of household or spouse has left the premises, other than by eviction, who may or may not normally qualify for assistance on their own. The remaining family member must have occupied the unit for one year before becoming eligible as household head as a remaining family member.

RESIDENT: (FORMERLY "TENANT") An applicant who has executed a Lease with the HA and resides therein.

SECURITY DEPOSIT: Amount deposited by resident with the HA to cover the cost of resident-caused damages or unpaid rent upon termination of the Lease.

SERVICEMAN: A person now in the active military or naval service of the United States.

SINGLE PERSON: A person who lives alone or intends to live alone, and who does not qualify as an elderly family, or a displaced person, or as the remaining member of a resident family.

SPOUSE: The legal husband or wife of the Head of Household.

SUBSTANDARD HOUSING: See Written System of Preferences for selection established by the HA.

TEMPORARILY ABSENT FAMILY MEMBER: A family member on the Lease that is absent from the household for a period of more than thirty (30) days.

TENANT: See "Resident"

TENANT GRIEVANCE: A dispute that a resident may have with the HA for action or failure to act in accordance with the resident's Lease which adversely affects the resident's rights, duties, welfare, or status.

TENANT RENT: The amount payable monthly by the resident as rent to the HA. Where all utilities (gas, water and electricity), except telephone and cable service, are supplied by the HA, Tenant

Rent equals Total Tenant Payment. Where some or all utilities (except telephone and cable service) are not supplied by the HA and the cost thereof is not included in the amount paid as rent to the HA, Tenant Rent equals Total Tenant Payment less the Utility Allowance. NOTE: The monthly rent payable by the resident must be paid in full. No partial payments will be accepted.

TOTAL TENANT PAYMENT: The amount of rent payable by the resident for rent and utilities.

UTILITIES: Utilities mean water, electricity, gas, other heating, refrigeration and cooking fuels, trash collection, and sewerage services. Telephone service is not included as a utility. (NOTE: TRASH COLLECTION FOR RENT PURPOSES ONLY INCLUDES BOTH TRASH AND GARBAGE COLLECTION.)

UTILITY ALLOWANCES: The HA's estimate of the average monthly utility bills for an energy-conscious household. Utility allowances vary by unit type and are listed on the HA's posted Utility Allowance schedule.

UTILITY REIMBURSEMENT: The amount of utility allowance that exceeds the Total Tenant Payment of a resident and which amount is reimbursed to the resident or the utility company on the resident's behalf.

VACANCY LOSS: Income not received by the HA due to units being vacant.

VERY LOW INCOME FAMILY: A Lower Income Family whose Annual Income does not exceed 50% of the median income for the area, as determined by HUD, with adjustments for smaller and larger families.

VETERAN: Any person who has served in the active military or naval services of the United States and shall have been discharged or released therefrom under conditions other than dishonorable.

WAGE EARNER: A person in a gainful activity who receives any wages covering all types of employee compensation including salaries, vacation allowances, tips, bonuses commissions and unemployment compensation. The term "Wage Earner" and "Worker" are used interchangeably.

WRITTEN SYSTEM OF PREFERENCES FOR SELECTION: Preferences given applicants seeking housing assistance who are Involuntarily Displaced, Living in Substandard Housing, or Paying More Than 50% of Family Income for Rent.

WORK ORDER: A form used to request maintenance work or used following the discovery of the need for any repair work.

SECTION II

CONDITIONS GOVERNING ELIGIBILITY

1. APPLYING FOR ADMISSION

How To Apply: Families wishing to apply for housing operated by the RMHA shall complete an application, after the RMHA has made known to the public through publication in a newspaper of general circulation, minority media, and/or other suitable means, a Notice of the availability and nature of housing assistance for eligible families. To reach persons who cannot read the newspapers, fact sheets will be distributed to the broadcasting media, community service personnel as well as public service announcements. The Notice will contain the date and time applications will be accepted, the location where applications can be completed, and that applicants for public housing units must specifically apply for the public housing units, but may also apply for the Section 8 Program without losing their place on the public housing waiting list. Applications must be dated, time-stamped, and referred to the RMHA's office where resident selection and assignment is processed.

Applications will be made in person at the RMHA Office during specified dates and business hours posted at the RMHA's Office. Applicants who have a physical impairment which would prevent them from completing an application in person may call the RMHA to make special arrangements to complete their application. A Telecommunication Device for the Deaf (TDD) will be available. If the applicant is visually impaired, all Notices will be in a format understandable by the applicant. The closing date for taking applications may be determined administratively at the same time the RMHA advertises that applications are being taken, and will be based on the number of available units and as required by the projected turnover.

2. ELIGIBILITY FOR ADMISSION

The **Rocky Mount Housing Authority**, herein after called (RMHA or HA) will admit as residents to its low-rent developments, applicants meeting all of the following eligibility and selection requirements:

- (a) Who meets the RMHA definition of family as defined in Section 1.
- (b) Whose total annual income does not exceed the applicable Income Limits for admission as established by the Department of Housing and Urban Development and adopted by this Agency.
- (c) Whose family composition conforms to the subsidy standards which are appropriate to the vacant unit.
- (d) Whose past performance in meeting financial obligations, especially rent and utilities, is satisfactory.
- (e) Who have no record of disturbance of neighbors, destruction of property, or living or housekeeping habits in present or at prior residences which would adversely affect the health, safety or welfare of other residents, including a negative reference from a past landlord or personal reference, or a poor inspection report as a result of a home visit by an RMHA employee.
- (f) Whose family members have not been evicted from housing assisted under the 1937 Act for drug related criminal activity during a period of time that is not less than ten (10) years from the date of the eviction. Applicants that have a record of drug related criminal activity, shall not be admitted to housing in the HA developments unless they can prove they have successfully completed a drug rehabilitation program approved by the HA, or that the circumstances leading to the eviction no longer exist, such as the evicted family member involved in drugs is no longer in the household because of incarceration; or whose family members have not been convicted of a misdemeanor, such as assault or fighting, or been evicted from housing assisted under the 1937 Act, for other serious violations of the Lease, during a period of time that is not less than five (5) years from the date of application or eviction, unless the HA determines that the circumstances leading to the conviction or eviction no longer

exist.

(g) Whose family members have not engaged in drug-trafficking or violent criminal activity or convicted of a felony within 10 years from the application date. Drug-trafficking means the illegal manufacture, sale, or distribution, or the possession with intent to manufacture, sell, or distribute, a controlled substance including alcohol. Violent criminal activity means any illegal criminal activity that has as one of its elements the use, attempted use, or threatened use of physical force against the person or property of another.

(h) Who do not owe rent, other charges, or judgments to the RMHA or to any other Housing or Section 8 Agency, Housing Program, Private Owner or Rental Agency.

If the applicant owes the HA money from previous occupancy, the applicant will be declared ineligible and the debt must be paid in full prior to the application being processed. Repaying funds that are due does not necessarily qualify an applicant for occupancy. Such payments will be considered along with other factors in the application process. The determination of eligibility will be at the discretion of the RMHA in these cases.

After the application is processed the applicant must meet all other conditions of occupancy. Any money owed to a Housing Agency which has been discharged by bankruptcy shall not be considered in making this determination.

(I) Who are at least 18 years of age or older or have been emancipated through the Courts.

(j) Who are not adequately housed in a HA dwelling unit. The HA may make exceptions to this requirement due to emergency conditions including but not limited to severe harassment, hate crimes, and witness protection, as authorized by the Executive Director or designee.

(k) Who meet or exceed the Applicant Selection Criteria set forth in these policies.

(l) Who can meet standard obligations of tenancy.

(m) Who have not committed any fraud in connection with any Federal Housing Assistance

Program. or do not have pending any fraud cases that have not been paid to the Department of Social Services., any Public or Private Housing Agency, or any other government agency.

(n) Who have met the disclosure, documented verification and certification requirements for disclosure of Social Security Numbers.

(o) Whose household includes a child, but has not been convicted as an adult, in a court of law, for drug charges or any felonies.

(p) Who are citizens, or noncitizens who have eligible immigration status, in one of the following categories:

(1) A noncitizen lawfully admitted for permanent residence, as defined by section 101(a)(20) of Immigration and Nationality Act (INA), as an immigrant, as defined by section 101(a)(15), of the INA (8 U.S.C.1101(a)(20) and 1101(a)(15)), respectively (immigrants). This category includes a noncitizen admitted under section 210 or 210A of the INA (8 U.S.C.1160 or 1161), (special agricultural worker) who has been granted lawful temporary resident status);

(2) A noncitizen who entered the U.S. before January 1, 1972, or such later date as enacted by law, and has continuously maintained residence in the U.S. since then, and who is not ineligible for citizenship, but who is deemed to be lawfully admitted for permanent residence as a result of an exercise of discretion by the Attorney general under section 249 of the INA (8 U.S.C. 1259);

(3) A noncitizen who is lawfully present in the U.S. pursuant to an admission under section 207 of the INA (9 U.S.C. 1157)(refugee status); pursuant to the granting of asylum (which has not been terminated) under section 208 of the INA (8 U.S.C. 1158) (asylum status; or as a result of being granted conditional entry under section 203(a)(7) of the INA (8U.S.C. 1153 (a)(7)) before April 1, 1980, because of persecution or fear of persecution on account of race, religion, or political opinion or because of being uprooted by catastrophic national calamity;

(4) A noncitizen who is lawfully present in the U.S. as a result of an exercise of discretion

by the Attorney General for emergent reasons or reasons deemed strictly in the public interest under section 212(d)(5) of the INA (8 U.S.C. 1182 (2)(5)) (parole status);

(5) A noncitizen who is lawfully present in the U.S. as a result of the Attorney General's withholding deportation under section 243(h) of the INA (8 U.S.C. 1253(h)) (threat to life or freedom);
or

(6) A noncitizen lawfully admitted for temporary or permanent residence under section 245A of the INA (8 U.S.C. 1255a)(amnesty granted under INA 245A).

3. APPLICATION AND OTHER REQUIRED FORMS /INFORMATION

Each applicant for housing operated by the RMHA must complete the following:

A. Application Forms. A written application that provides sufficient information to the HA in order to make a preliminary determination of the applicant's eligibility, type and size of unit required, and rent to be paid. All application forms must be completed in their entirety, dated, and signed by the applicant and spouse, and all adult family members, when possible. The HA must record the date and time of receipt of all applications and process them centrally. Unless the waiting list is closed, the HA must give an applicant an opportunity to submit a written application even if informal discussion suggests that the applicant is not eligible. The HA must, if requested, provide assistance to the applicant in completing the application.

B. Form 9886, Authorization For Release of Information/Privacy Act Notice.

This Notice must be signed by all adult family members.

C. Social Security Numbers or Employer Identification Numbers.

These Numbers are required to be furnished to the RMHA, of all family members, who are at least six years of age and older. Family members who do not have a Social Security Number must sign a certification that they do not have one. Certification of family members who are less than 18 years of age may be executed by the parents or guardian. The certification should:

- (1) State the individual's name
- (2) State that the individual has not been assigned a Social Security Number
- (3) State that the individual will disclose the number if they get one later
- (4) Be signed and dated

Individuals who have applied for legalization under the Immigration Reform and Control Act of 1986 (IRCA) will not have a Social Security Card until they are granted temporary lawful resident status, but are assigned a Social Security Number. The letter assigning them the number is acceptable verification until they are granted temporary resident status. If an individual can provide their number but not the documentation, written certification must be executed by the individual or guardian, if under 18. The certification should:

- (1) State the individual's name
- (2) State the Social Security Number
- (3) State that the individual is unable to submit the documentation
- (4) Be signed and dated

Applicants have 60 days from the date of certification to obtain documentation to verify the Social Security number disclosed. Applicants who are 62 years of age or older may be granted an additional 60-day extension. Other documents that may be used for verification must show the Social Security number and the number must have been verified by the agency issuing the document. Examples of other documents acceptable are:

*Driver's License

*Bank Statements

*Earning Statements or Payroll Stubs

*Federal, State, or local agency issued identification card

*Unemployment benefit letter

- *Employer or trade union issued identification card
- *Retirement benefit letter
- *Medical Insurance Company issued identification card
- *Life Insurance Policies
- *IRS Form 1099
- *Verification of Social Security benefits with the SSA
- *Benefit award letters from government agencies
- *Court records (marriage and divorce, judgments or bankruptcy records, real estate or tax notices.
- *Other documents that the Housing Agency determines to be adequate evidence of a valid Social Security number.

Applicants who do not meet the Social Security requirements will be denied admission. Residents who do not meet the Social Security requirements are ineligible for continued assistance, which will be terminated.

4. REQUIRED CERTIFICATION

The Executive Director or his/her official designee shall certify on every application for admission or continued occupancy that all claims have been verified and that the determinations of the RMHA are correct.

5. REQUIRED VERIFICATIONS

Applicants and residents shall be required to furnish proof of their statements when required by the RMHA to assure accuracy. The RMHA must verify the information furnished by the applicant or resident in order to determine eligibility. It is imperative to verify all claims made by each applicant and/or resident so that proper determination can be made of eligibility, rent and unit size needed. Complete and accurate documentation of all data must be maintained at all times. This includes, but is

not limited to:

A. Authoritative written information from all sources concerning income, exclusions, and deductions. Income shall be verified by the source from which it is derived; expenses shall be verified by the recipients of such payments. U.S. Treasury checks will not be photocopied.

B. Reproductions or carbon copies of documents which substantiate the applicant's or resident's claims or a brief summary of the pertinent contents. The summaries shall be signed and dated by the staff member who examined them.

C. Notarized financial statements showing all income, itemized expenses (do not allow costs of business expansion and amortization of capital indebtedness) and net income of every self-employed person.

D. Written records of all data obtained by telephone, personal interview, letters, or other means, showing source of information, date and method received, name and title of person contacted, and signature of person receiving the information.

E. Birth certificates, driver's license to support claim of age, or forms issued by a Federal, State, City or County Agency that displays the date of birth.

F. Social Security disability award letters, pensions and Social Security certification of grant for total and permanent disability or doctor's certification that all conditions of disability or handicap, as prescribed by the Social Security definitions, are present to support any claim of disability or handicap.

G. Official notices to support any preference claim for involuntary displacement by government or private action.

H. Documentary proof to support any preference claim for living in a substandard unit, such as an official inspection report or certification by an agency.

I. Documentary proof to support applicant's claim of paying more than 50% of income for rent, such as copies of the most recent rental agreement, receipts, canceled checks, money order receipts,

copies of utility bills or receipts, or direct contact with the landlord and/or utility companies.

J. Bank statements, bank books, stock certificates, and copies of tax returns on real estate, registers of bonds, or any other required documentation of assets value, to support any claims to assets; checking accounts: \$500 + Balance; Savings Account: \$100 + Balance.

K. Copies of official discharge papers from Veterans or Servicemen to support their preference claim.

L. Credit References (History).

M. Child Care Verification.

N. Marriage Certificate. If a marriage license is not available, the following information is acceptable:

- (1) Drivers License that displays the same address and last names;
- (2) Federal Tax Forms that indicate family filed taxes as a married couple during the last tax reporting period;
- (3) Any document issued by a Federal, State, City or County government that indicates the individuals are living as a married couple;
- 4) Certification by the couple in their application that they are married.

O. Personal references from individual(s) other than family when an applicant cannot produce prior rental history records.

P. Unemployment Compensation.

Q. Veterans Administration Benefits.

R. Divorced or Separated Applicant/Resident with children by that Spouse must provide at least one of the verifications shown below (Separation means the ending of cohabitation by mutual agreement):

- (1) A Final Divorce Decree (Only document accepted for individuals that are claiming that they are

divorced).

(2) Verification that applicant is receiving Court-Ordered Child Support from former spouse.

(3) Verification that applicant is pursuing child support through the Department of Human Resources, Child Support Unit or Circuit Clerk's Office.

(4) Verification that applicant has arranged to have personal child support received paid through the court system, either through the Circuit Clerk's office, Department of Human Resources, or through a Court Referee.

(5) Verification that applicant is receiving WORK FIRST Family assistance (WFFA) through the Department of Human Resources for former Spouse's children.

(6) Notarized statement from current landlord (not family) verifying that the current landlord knows that the applicant and spouse have not lived together for the last six (6) months or more.

(7) Income tax statements from husband and wife indicating that both filed income taxes separately the last year and that they filed from different addresses.

(8) Verification that applicant has or is experiencing physical abuse such as:

(a) Written statement from Attorney, social service agency or other applicable agency that applicant has filed suit for divorce because of physical abuse.

(b) Written statement from an abuse shelter, law enforcement agency, or social service agency that applicant needs housing due to physical abuse.

(c) Applicant will be required to sign a statement to the effect that the separated person will not be permitted in the resident's unit or on the resident's property because of the physical abuse situation.

(d) The person involved with physical abuse will be banned from all RMHA property as long as the applicant lives in RMHA housing.

S. If applicant is divorced or separated from a spouse and has no children by that spouse, the applicant must provide at least one of the verifications listed below:

(1) A Final Divorce Decree (Only document accepted for individuals claiming that they are divorced).

(2) Notarized statement from current landlord (not family) verifying that the current landlord knows that the applicant and spouse have not lived together for the last six (6) months or more.

(3) Income tax statements from husband and wife indicating that both filed income taxes separately the last year and that they were filed from different addresses.

(4) Verification that applicant has or is experiencing physical abuse such as:

(a) Written statement from Attorney that applicant has filed suit for divorce because of physical abuse.

(b) Written statement from an abuse shelter, law enforcement agency, or social service agency that applicant needs housing due to physical abuse.

(c) Signed statement from applicant to the effect that the separated person will not be permitted in the resident's unit or on the resident's property because of the physical abuse situation.

(d) The person involved with physical abuse will be banned from all RMHA property as long as the applicant lives in assisted housing within the RMHA property.

T. Written records of all determinations of applications for admission and the methods used in making such determinations. The records with respect to applications for admission shall indicate for each application the date and time of receipt; the determination by RMHA as to eligibility or the ineligibility of the applicant; when eligible, the unit size for which eligible, the preference rating, if any, and the date, location, identification, and circumstances of each vacancy offered and accepted or rejected.

U. Sources of information to verify the resident selection criteria may include home visits, contacts with landlords, employers, social workers, parole officers, court records, drug centers, police department, physicians, and clinics.

In the event unfavorable information is obtained relative to the RMHA's selection criteria, consideration shall be given to the time, nature and extent of the applicant's or resident's conduct and to factors which might indicate a reasonable probability of favorable future conduct or financial prospects, such as:

- (1) Evidence of rehabilitation.
- (2) Evidence of the applicant family's participation in or willingness to participate in social service or other appropriate counseling service programs and the availability of such programs in the locality.
- (3) Evidence of applicant family's willingness to attempt to increase family income and the availability of training or employment programs in the locality.

6. SUMMARY OF VERIFIED DATA

Verification information is to be checked as it is received. If it is incomplete or the income appears to be less than adequate for the family, immediate steps shall be taken to obtain correct and complete information. Every resource available to the RMHA shall be used to acquire all of the needed information.

A summary of the verified information shall be prepared immediately to include a determination of eligibility, size of the unit needed, preference status, and rent to be paid.

7. RECHECKING VERIFIED FINDINGS PRIOR TO ADMISSION

If the verified data used in determining an applicant's eligibility are more than **ONE MONTH OLD** at the time an applicant is selected for admission and the applicant states that no changes have occurred in his or her status, the data will be considered as reflecting the applicant's status at the time of admission. If data on file is between **ONE AND THREE MONTHS OLD**, inquiries are to be made of the applicant, his replies recorded, and any reported changes which may affect his eligibility are to be reverified prior to leasing. If data on file is **THREE OR MORE MONTHS OLD**, all factors are to

be reverified and findings recorded.

8. ESTABLISHING AND MAINTAINING THE WAITING LIST

A. Establishment Of Central Waiting List

A central waiting list will be established by completion of a written application form for admission by each applicant. Eligible applications are maintained in the following order:

- (1) Bedroom Size
- (2) Preferences
- (3) Date and Time

B. Maintenance of Waiting List

The waiting list will be maintained in a manner which permits the RMHA to select the person at the top of the waiting list for the next available unit and to indicate the following:

Head of Household

Household type (disabled, elderly family)

Unit size and type (handicapped, etc.)

Date and time application was taken

Preference status, if any

Racial extraction of Head

CONCLUSION

The Housing Authority of the City of Rocky Mount (RMHA) has been in existence since 1953. RMHA began using a long and short term planning system in mid-1992. Much of its achievements have been documented in the Annual Reports and HUD Reviews. However, in accordance with QHWRA, a more formal (written) five year and annual plan has been developed. These plans will be updated as needed.

The major components of the plans is actually a management plan which realistically forecasts the fiscal needs, and describes the need for new developments and improvements to the existing buildings.

In the development of these plans, the Board of Commissioners, Department Heads and Staff considered the following:

- 1. Review of current and proposed agency problems and determined those solutions that would have the greatest positive impact over the next five years;*
- 2. Examined current regulations and how it would impact what RMHA does in the next five years; and*
- 3. Made sure the departmental plans are consistent with Residents' needs and HUD objectives.*

The goals and objectives as outlined are acceptable to all parties involved. However, Staff will monitor activities throughout the first year for possible revisions.